INFO 5345 School Library Program Development
Summer 2021

Instructor Contact

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Communication Expectations:

The General Questions discussion board may be used to ask and answer questions that may be of interest to other classmates. Please send personal concerns or questions directly to the instructor with a message from the Inbox button in the left-side course menu; this tool may also be used to communicate directly with other students in the course. Students can expect to receive a response to questions for the instructor within 1-2 working days, excluding weekends and holidays. Announcements will be posted every Tuesday with additional announcements posted on an as-needed basis. The Center for Learning, Experimentation, Application, and Research provides Online Communication Tips to facilitate communication.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

This course is designed to develop leadership competencies as you work collaboratively with school and community stakeholders to promote the goals of the school library program. You will learn strategies for engaging stakeholders in program development, assessment of services, and creation of policies and procedures. You will explore research methods and use evidence-based practice to plan, implement, and evaluate library programs and services.

Course Structure

This course is taught exclusively online and is structured around 6 scheduled and asynchronous modules. Occasional optional synchronous sessions will be held on an as-needed basis. The folders for each module can be accessed from the Home page on Canvas and will open according to the course calendar.
Assignments will be identified in the appropriate module with due dates given, and linked from the module with instructions. You should expect to devote at least nine hours per week to the work for this course. Many of you have full-time commitments outside of your educational pursuit (job, families, etc.). Please plan and prepare accordingly.

Course Pre or Co-requisites
INFO 5340: Learning Resource Centers and Services

Course Objectives
By the end of this course, students will be able to:

- Build a knowledge base of theory, research, and best practices related to standards for programs and services for children and youth.
- Use action research to conduct feasibility studies, implement sustainable programming, evaluate programs and services, and defend budget allocations.
- Develop skills related to each of the stages of the development cycle of planning, implementing, and evaluating needed for providing a library program that promotes student achievement and supports school improvement efforts.
- Apply evidence-based practice to develop services including instruction, reading advocacy, and resource provision that are aligned with state and national standards.
- Apply evidence-based practice to develop resources including the collection, facility, staff/personnel, and funding through grant writing.
- Promote collaboration among stakeholders such as teachers, administrators, public libraries, parents, community members, and organizations.

Materials
There is no required textbook for this course. Course readings are included in each module and are research or professional articles from peer-reviewed journals.


School Library Certification Requirements
To be approved for certification through the Texas Education Agency, upon completing the MLIS or certification courses, Texas students must apply for school librarian certification.

In addition to completing the required certification courses, you will be required to provide evidence of the following:

- Two years as an early childhood-12th-grade classroom teacher in a public or accredited private school;
● A Master's Degree (in most any area of study) from an institution of higher education that is accredited by an accrediting agency, as recognized by the Texas Higher Education Coordinating Board;
● Completion of a state-approved program in librarianship (courses taken from the prescribed list must be no more than six years old when the application is made for school library certification);
● A passing score on the TExES School Librarianship Certification exam, administered by the state.

Out of state students must meet certification requirements for their state; a passing score on the Texas state certification exam is waived for out of state students but all other requirements for Practicum must be met.

Teaching Philosophy
My primary goal as an educator is to guide my students along their paths to becoming successful future ready librarians. To do so, I synthesize LIS literature, best teaching practices, assessments aligned with student learning outcomes, and a personal drive to engage in continuous improvement, thus resulting in students gaining knowledge and skills applicable to their practice as librarians.

Course Technology & Skills
Minimum Technology Requirements
The following information has been provided to assist you in preparation for the technological aspect of the course. Be sure that your computer’s software is updated in order to access the technology that is required for this course. Hardware and software necessary to use the University of North Texas’ Learning Management System, Canvas:
● Reliable computer
● Reliable internet access
● Headset/microphone/speakers
● Microsoft Office Suite
● Acrobat Reader
● Most recent version of a common Internet browser compatible with Canvas

Computer Skills & Digital Literacy
Using Canvas
Using email/Canvas messaging system with attachments
Downloading and installing software
Using Microsoft Office Suite and/or Google file types
Willingness to experiment with new applications
Ability to use Canvas Student Guide
Being a Successful Online Student

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that you may not be aware of. For useful tips in navigating an online course, visit How to Succeed as an Online Student

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
  ● Sunday: noon-midnight
  ● Monday-Thursday: 8am-midnight
  ● Friday: 8am-8pm
  ● Saturday: 9am-5pm
Laptop Checkout: 8am-7pm
For additional support, visit Canvas Technical Help

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

  ● While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
  ● Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
  ● Ask for and use the correct name and pronouns for your instructor and classmates.
  ● Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
  ● Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
  ● Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
  ● Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
  ● Avoid using “text-talk” unless explicitly permitted by your instructor.
Proofread and fact-check your sources.
Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines for more information.

**Course Requirements**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points Possible</th>
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</thead>
<tbody>
<tr>
<td><strong>Module 1: Course Overview (Opens 6/1/2021)</strong></td>
<td></td>
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<tr>
<td>Welcome Post in Flipgrid</td>
<td>6/7</td>
<td>20</td>
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<tr>
<td>Contact Information</td>
<td>6/7</td>
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<tr>
<td><strong>Module 2: Trends (Opens 6/1/2021)</strong></td>
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<tr>
<td>Module 2 Key Concepts on Trends</td>
<td>6/7</td>
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<tr>
<td><strong>Module 3: The Role of Research in the Development Cycle (Opens 6/8/2021)</strong></td>
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<tr>
<td>Module 3 Key Concepts on Research</td>
<td>6/14</td>
<td>40</td>
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<tr>
<td>Brainstorming Action Research Topics</td>
<td>6/14</td>
<td>40</td>
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<tr>
<td>Action Research Proposal Planning</td>
<td>6/28</td>
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<td>Action Research Proposal Sharing Post</td>
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<tr>
<td><strong>Module 4: Service Development (Opens 6/29/2021)</strong></td>
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<tr>
<td>Module 4 Key Concepts on Service Development</td>
<td>7/5</td>
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<td><strong>Module 5: Resource Development (Opens 6/29/2021)</strong></td>
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<tr>
<td>Module 5 Key Concepts on Resource Development</td>
<td>7/5</td>
<td>40</td>
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<td>Grant Opportunities Annotated</td>
<td>7/12</td>
<td>40</td>
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<td>School Library Policies and Procedures Handbook Comparison</td>
<td>7/19</td>
<td>75</td>
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<td><strong>Module 6: Evaluation (Opens 7/20/2021)</strong></td>
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<td>Module 6 Key Concepts on Evaluation</td>
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<td>40</td>
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<td>School Library Program Evaluation</td>
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<tr>
<td>School Librarian Certification Program Reflection</td>
<td>8/6</td>
<td>20</td>
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Grading

**Grading Formula: Total Points = 605 points**

**Grading scale**

You will be graded according to the following grading scale: *

- 545-605 points = A (90% to 100%)
- 484-544 points = B (80% to 89%)
- 424-483 points = C (70% to 79%) **
- 363-423 points = D (60% to 69%)

*Students must complete all course requirements. Students will not be exempted from any assignments. Completion of all assignments is necessary for a passing grade.

**A semester grade of C or below may NOT be applied to school library certification.

When working with technology, it is never a good idea to wait until the last minute! You are encouraged to start your assignments early and submit well before the deadline.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. The survey will be made available during weeks 13, 14 and 15 of the long semesters.

Course Policies

Attendance Policy

Students are required to log into the course through Canvas multiple times a week to view class announcements, check grades, and complete assignments. University policy states the conditions and remedies for school and personal related absences. Visit the [University of North Texas’ Attendance Policy](#).

Class Participation

The following is expected of each student enrolled in this class:

- Completion of course readings
- Full participation in online discussions
- Original creation and timely submission of graduate level work
- Proper netiquette: The Center for Learning, Experimentation, Application, and Research provides [Online Communication Tips](#) to facilitate communication.
Late Work
If there are extenuating circumstances and you contact me before an assignment’s deadline, we can negotiate another due date. Otherwise, late work will lose 10% per day late until a full week has passed, after which it will not be accepted.

Examination Policy
All assignments in this course or either discussions or projects. There are no exams or quizzes.

Assignment Policy
Use the Syllabus to find out when each module will become available, along with the due dates for related assignments and discussion posts. You are welcome to work on tasks ahead of the scheduled times and submit them before the deadlines (revisions prior to the deadline are fine--only the last revision before the deadline will be graded). All tasks are designed to highlight the module content. All postings and submissions are due at 11:59 p.m. Central Time on the due date.

Assignments
- Directions for submitting assignments will be included in each assignment. There may be times when instructor-created forms are provided. When they are provided, they must be used. All assignments must be submitted to the assignment link as a Word document (.doc, .docx), PowerPoint document (.ppt, .pptx), PDF, or web link, depending on the assignment.
- Files must have the following naming convention: LastName_assignment+title meaning your last name and the assignment name or description (Example: Doe_infographic). (Note: if someone else in the class has the same last name, add your first initial after your last name.)
- Your full name must be included at the top of every document. Deductions may be taken for submitting assignments in the wrong file format, spelling and grammatical errors that interfere with comprehension, and failure to use the correct file naming convention.
- Assignments must include citations in APA style.

Discussions
The grading of discussion posts is straightforward. Here are some basic requirements:
- Posts must include required elements as stated in the assignment instructions and rubric.
- Posts must indicate that the student has examined the readings and can articulate and apply concepts.
- Some posts require that you reply to other students’ posts; replies must be thoughtful, well stated, and thorough. Simple responses such as “I agree” or “You said exactly what I was going to say” are not sufficient to receive credit.
- Late discussion posts will be graded as indicated under “Late Work” above.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from
completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

End of Program Requirements

If you are earning a Master’s degree in Library Science or Information Science, and you began coursework before the Fall of 2019, you are required to take and pass the End of Program Comprehensive Examination as your Capstone Project. If you are earning a Master’s degree in Library Science or Information Science, and you began coursework in Fall 2019 or later, you are required to create an electronic portfolio as your Capstone Project. This electronic portfolio is a project that you should be working on every semester as you progress through your coursework. The Community of Information Professionals site in Canvas is designed to provide information and resources to help you create your ePortfolio. The ePortfolio creation requires you to use a template that is only available in that Canvas site. Also, the ePortfolio creation process includes a review of your work every semester. If you have not received an invitation on Canvas to join the Community of Information Professionals, please contact Dr. Tricia Kuon at tricia.kuon@unt.edu.

Instructor Responsibilities and Feedback

As your instructor I will

- Provide clear and thorough instructions for all course assignments
- Respond to emails, Canvas inbox messages, and discussion board questions within 1-2 business days
- Grade all assignments within 1-2 weeks of their due dates
- Post an announcement when assignments are graded
- Incorporate feedback provided to continually update and improve course content.

Syllabus Change Policy

There are instances when the instructor may need to change the assignments, grading criteria, and/or assignment due dates listed in this syllabus. If this becomes necessary, the instructor will immediately notify students of the changes via the “Announcements” section as well as through Canvas email.

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Any instances of plagiarism in student work will result in the following penalties: First offense: Grade of zero for the assignment. Second offense: Final course grade reduced by one complete grade. Third offense: Assignment of F (Fail) for final course grade.
ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the
instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#).

**Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect.

**Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

**Survivor Advocacy**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally
through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses.

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

Class Recordings & Copyright
Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Some or all of the materials on this course website may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the expressed and written permission of the copyright owner, unless fair use or another exemption under copyright law applies.

The materials on this site are provided solely for the use of students enrolled in this course, and for purposes associated with this course; except for material that is unambiguously and unarguably in the public domain, these materials may not be retained or further disseminated.

Any students who use university equipment or services to access, copy, display, perform, or distribute copyrighted works (except as permitted under copyright law or specific license) will be subject to appropriate disciplinary action by the university as well as to those civil and criminal penalties provided by federal law.

**Academic Support & Student Services**

**Student Support Services**

*Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center
- Counseling and Testing Services
- UNT Care Team
- UNT Psychiatric Services
- Individual Counseling

*Chosen Names*

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name
*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

**Pronouns**

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns. You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person’s pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

**Additional Student Support Services**

- Registrar
- Financial Aid
- Student Legal Services
- Career Center
- Multicultural Center
- Counseling and Testing Services
- Pride Alliance
- UNT Food Pantry

**Academic Support Services**

- Academic Resource Center
- Academic Success Center
- UNT Libraries
- Writing Lab